2847 Copenhagen Drive

Fayetteville, NC 28301

November 29, 2010

To Whom It May Concern:

My outgoing personality, military, federal civil, finance and substitute teacher service experiences make me a strong candidate for a position as a teacher for your school. As an elementary education major and nineteen years of experience, I would like to apply for this position.

Your job advertisement notes that you seek candidates with a broad background in elementary education. The elementary education curriculum at Fayetteville State University has provided a solid foundation for a variety of educational tasks. I am eager to apply what I have learned to your school.

I have worked in several administrative positions for the Federal Government for fourteen years, and five years for the United States Army. I worked eleven years in different administrative positions at many hospitals. The types of positions I have worked in are member service representative (internship), clerk typist, file room clerk, medical clerk typist, secretary including budget technique, and procedure coordinator for minor procedures. In addition, I have five years of experience as an Inventory Clerk in the United States Army. The Inventory Clerk position entailed several aspects of accounting and budget techniques.

With my experience, training, and education, I believe I can contribute to your school. The enclosed resume highlights my skills. I would like the opportunity to talk with you in person. I can be reached at home (910) 822-3244 or cell (910) 286-0221.

Sincerely,

Robin Canady